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**Minutes of a Meeting of the Port Renfrew Utility Services Committee
Held March 8, 2012 at the Port Renfrew Fire Hall - Video Conference**

Present: Committee Members: Director M. Hicks, R. Wilson (Chair), M. Conlin, A. Tremblay, C. Kuzman

Public: Two members of the public

Attending via Video Conference:

CRD Staff: J. Craveiro, Manager, ERM Policy and Planning, J. Poncelet, Senior Financial Analyst, C. Preece, Manager, Core Area Operations, T. Tanton, Senior Manager, Infrastructure Engineering, L. Siemens (Recorder)

Regrets T. Wyton, D. Hunt

1. Call to Order

Chair Wilson called the meeting to order at 9:30 a.m.

2. Election of Chair

Director Hicks called for nominations for Chair of the Port Renfrew Utility Services Committee for a one-year term. M. Conlin was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, M. Conlin was elected as Chair.

Nominations were called for Vice Chair of the Port Renfrew Utility Services Committee for a one-year term. R. Wilson was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, R. Wilson was elected as Vice Chair.

M. Conlin assumed the chair.

3. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by A. Tremblay,
That the agenda of the Port Renfrew Utility Services Committee meeting of March 8, 2012 be approved as presented.

CARRIED

4. Approval of Minutes of January 25, 2011

MOVED by Director Hicks, **SECONDED** by R. Wilson,
That the minutes of the Port Renfrew Utility Services Committee meeting of January 25, 2011 be adopted as circulated.

CARRIED

5. Correspondence

Staff presented correspondence from Three Point Properties regarding development of RV campsite lots. Staff advised that the CRD are holding ongoing discussions with Three Point Properties on the topic.

MOVED by Director Hicks, **SECONDED** by M. Conlin,
That the correspondence be received for information.

CARRIED

6. 2012 Operating and Capital Budget

Staff presented a written report and the 2012 operating and capital budget documents.

1.232 Port Renfrew Street Lighting

- no changes to the budget

Staff were requested to send information on the inventory of street lights to the committee.

1.523 Port Renfrew Refuse Disposal

- no changes to the budget

J. Craveiro reported that an analysis on the source of refuse was conducted by CRD staff in the Fall. An additional study will be conducted in the Spring in order to finalize the results. It was noted that the solid waste budget provided the funds for the study and not the Port Renfrew tax payers. J. Craveiro further noted that a staff report on bin hauling will be presented to the committee at a future meeting.

2.650 Port Renfrew Water

- no changes to the budget

2.655 Snuggery Cove Water

Staff advised that recent information received from BC Assessment showed an increase in parcels which will reduce the tax rate from \$1.39 to \$1.24.

MOVED by M. Conlin, **SECONDED** by Director Hicks,

1. That the Capital Regional District Board approve the 2012 operating and capital budget for the Snuggery Cove Water Local Service as amended; and
2. That the Capital Regional District Board authorize a decrease in the property tax levy for the Snuggery Cove water local service as required to balance the 2012 budget.

CARRIED

M. Conlin left the meeting; R. Wilson assumed the chair.

3.850 Port Renfrew Sewer

- no changes to the budget

The committee requested staff to report back to them with a request that the local operator be trained to conduct the sewer sampling to reduce costs.

A discussion took place on removal of trees near the sewage treatment plant. Director Hicks will contact the owner of the property and advise staff.

MOVED by Director Hicks, **SECONDED** by A. Tremblay,

1. That the Capital Regional District Board approve the 2012 operating and capital budget for the Port Renfrew Street Lighting Local Service as presented;

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2. That the Capital Regional District Board authorize increases in the annual user charge and parcel tax for the Port Renfrew Street Lighting Local Service as required to balance the 2012 budget;
3. That the Capital Regional District Board approve the 2012 operating and capital budget for the Port Renfrew Refuse Disposal Local Service as presented;
4. That the Capital Regional District Board authorize an increase to the property tax levy for the Port Renfrew Refuse Disposal Local Service as required to balance the 2012 budget;
5. That the Capital Regional District Board approve the 2012 operating and capital budget for the Port Renfrew Water Local Service as presented;
6. That the Capital Regional District Board authorize an increase in the annual user charge and a decrease in the parcel tax for the Port Renfrew Water Local Service as required to balance the 2012 budget;
7. That the Capital Regional District Board approve the 2012 operating and capital budget for the Port Renfrew Sewer Local Service as presented; and
8. That the Capital Regional District Board authorize increases in the annual user charge and parcel tax for the Port Renfrew Sewer Local Service as required to balance the 2012 budget.

CARRIED

7. Adjournment

The meeting was adjourned at 10:25 a.m.